MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS VDT WORKSTATION EVALUATION

Summary of Recommendation and Modifications

Evaluation Date	Evaluator	
Employee Name	Employee Phone #	
Supervisor /Contact Name	Supervisor/Contact Phone #	
Agency	Concern	
RECOMMENDATIONS AND MODIFICATIONS:		
Seating: ☐ Chair adjusted ☐ Alternate seating recommended Suggestions:		
Work surface/Furniture: (primary work surface) □ No adjustment required □ Adjust reading/writing surface height to" □ Adjust keyboard/mouse surface height to" □ Relocate equipment"	□BI-level computer table □ Additional storage □ Align computer and keyboard	
Suggestions:		
Keyboard/Mouse Surface: (other than primary work surface) □ Adjust platform height to" □ Design to accommodate keyboard/mouse □ Articulated mechanism Suggestions:		
Monitor: ☐ Adjust viewing distance to: 25"- 36"- 48" ☐ Adjust height to: Top 1/4 / lower than eye level ☐ Increase refresh rate to 70/75/80 Hz Suggestions:	☐ Modify light level ☐ Use window treatments ☐ Anti-glare shield	
Additional Accessories Needed:		
Footrest:		
Document Holder:	☐ attach to monitor	

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Employee Name		
Wrist Rest:	□ keyboard only□ keyboard and mouse	□ mouse only □ calculator
Suggestions		
Telephone:	□ longer cord	□ relocate on desk
Suggestions:	□ speaker phone	headset
Writing Tools:	□ large grip pen/pencil Suggestions:	
Alternative Input Dev	ice:	
	split keyboard with mouse	☐ Microsoft split
	□ trackball	☐ glide point ☐ alternate split keyboard
Suggestions:		_ with the spirit help could
JOB TASK ORGAN	HZATION.	
□ rotate job tasks at		☐ job task enlargement
☐ utilize breaks		☐ decrease excess material
EMPLOYEE RESPO	ONSIBILITIES:	
	ng/furniture adjustment features	rotate job tasks
		☐ alter postures on keyboard/mouse☐ consult eye doctor
☐ rearrange work are		☐ follow work restrictions (MD)
SUPERVISOR/CON	VTACT RESPONSIBILITIES:	
☐ decide and inform employee regarding equipment recommendations		
 □ encourage employee to alter work habits as described □ discuss and implement job task enlargement options if available 		
address employee work restrictions (MD)		
Comments:		

If you would like more information about ergonomics please visit the Department of Employee Relations Safety and Industrial Hygiene website at:

www.doer.state.mn.us/ei-safih/ergo.htm/ei-safih/ergo.htm



